

Assalamu 'alaikum wr wb.

Good Morning and Selamat Pagi,

Distinguished Colleagues,

First of all, allow me to express my appreciation to all of you for your commitment and present to attend this committee meeting.

Second, this briefing is intended to share our agenda and discussion management in our meeting. So, I would like to propose our agenda as follows.

1. Organizational Structure of ASEANSAT
2. Agenda of parallel meeting
3. Minimum requirement of Term of Reference (TOR) Attributes
4. Discussion management
5. Issues to be harmonized

Ladies and Gentlemen,

Let me recall the Organizational Structure of ASEANSAT based on the result of the First Assembly of ASEANSAT. As you may all aware that ASEANSAT consists of Executive Committees and four committees, which are Committee of Strategic Planning, Rules and Procedures, Knowledge Sharing, and Training. The members of each committee can be seen on the screen.

Committee of Strategic Planning is chaired by the SAI of Vietnam with members of SAI of Indonesia, Malaysia, and Philippines. Committee Rules and Procedures is chaired by SAI of Singapore with members of SAI of Brunei Darussalam, Lao, Malaysia, and Thailand. Committee of Knowledge Sharing is chaired by SAI of Malaysia, with Members of Brunei Darussalam, Cambodia, Lao, Myanmar, Philippines, and Thailand. Committee Training is chaired by SAI of Philippines, with Members of SAI of Brunei, Indonesia, Malaysia, and

Thailand. I suppose that each SAI now has their representative accordingly in the committee.

As we may know that our meeting today will discuss the development of TOR and work plan. The agenda for the committee meeting will be begun with the discussion on the draft TOR in the morning. Then, we will continue to discuss our work plan and detail activities in the afternoon. The discussion will be held in parallel and led by the Chair of the Committees.

Tomorrow, the meeting agenda are to finalize TOR and work plan and to present them at the plenary meeting.

Ladies and Gentlemen,

Regarding TOR, the Secretariat of ASEANSAI has obtained drafts of TORs from all Committees. The Secretariat has compiled and found varieties of TOR attributes. Therefore, we propose the minimum requirement of TOR consisting of Background, Mandate, Objective and work plan, Expected Outputs and Outcomes, Meetings, Reporting, Funding, Roles and responsibility of the Chairman, and Roles and responsibility of the Committee.

Any comments / Opinion / Objection?

(Wait for any comments/opinion/objection from participants)

Thank you for your comments/opinion/objection to minimum requirement which will be used as a guide to develop the TOR during parallel meeting.

Ladies and Gentlemen,

In order to align the discussion process, we propose the discussion management as follows.

First, all committees will discuss the TOR and work plan based on the drafts which have been submitted to the Secretariat. Second, the discussion will be led by the Chair of Committee and supported by the Liaison Officers from the Secretariat to align the drafts with other committees. The process and the result of discussion will be noted by the rapporteurs. After the meeting today, there will be a short meeting for harmonization between the ASEANSAT Secretariat and the Chairs of the Committees. This meeting will be held at 16.30 – 17.30 in Ballroom 1. Third, the expected output of the parallel meeting are TOR and work plan of each committee. TOR should address the agreed minimum requirement and work plans should align among committees in terms of time and activities.

Ladies and Gentlemen,

Regarding the harmonization aspects, there are some issues to be agreed. First, some committees plan to do the need assessment to all members of ASEANSAT. I would like to have your opinions whether the need assessment will be conducted together or separately. Second, we have to consider two things to avoid overlapping time, the activities of each committee and the time of implementation of the work plan. We know that each committee will conduct further meetings, do we need to have meeting individually or joint meeting like this meeting in Kota Kinabalu? Moreover, all committees should align the time of implementation of work plan to avoid overlapping of the schedule. Third, on the draft of TOR, we found that some committees proposed to report their work to the Executive Committees and some to the ASEANSAT Secretariat. We propose to all committees to report their work to the Executive Committee through ASEANSAT Secretariat. Finally, Secretariat will support all committees to finalize the TOR and Work Plan.

Any comments / Opinion / Objection?

(Wait for any comments/opinion/objection from participants)

Thank you for your comments/opinion/objection to harmonize our parallel meeting.

Ladies and Gentlemen,

Before I end this briefing, I would like to propose the timeline for finalization of the TOR and work plan before the endorsement in Jaipur, India. We only have two weeks away from the Jaipur meeting from now. After this committee meeting, I do hope that all chairs of the committees will submit the final draft to the Executive Committee via the Head of Secretariat by February 17, 2012. Then, the Head of Secretariat will circulate to all Members of ASEANSAI for comments by February 20, 2012. Perhaps, we can receive comments, if any, by February 24, 2012 before leaving for Jaipur.

Any comments / Opinion ?

(Wait for any comments/opinion from participants)

Thank you for your comments and opinion.

Ladies and Gentlemen,

Last but not least, I wish you succeed in parallel meeting. I hope we all can accomplished our target in these two days meeting.

Thank you.

Wassalamu `alaikum wr. Wb.